

## Logging In

- Do **not** share usernames and passwords.
- You are directed to change passwords every 90 days.

### Timing Out

- The system is set to time out after one hour of inactivity. To log back in, you may need to close and re-open your browser.

### Forgotten Usernames/Passwords

- If you forget your username or password, use the [Forgot your User ID](#) or [Forgot your Password](#) links on the login screen.
- To have a forgotten username emailed, you must know your user type ("Business User").
- For a forgotten password, or after two failed attempts to login, you are directed to answer 3 of your 5 challenge questions.
- After answering the challenge questions you are directed to create a new password.
- A message will display if you failed to correctly answer any of your challenge questions.
- Your account will lock after 3 failed attempts to login.

### Unlocking Account

- If you lock yourself out and you know your password, you may either:
  - ⇒ Wait one hour and log in correctly.
  - ⇒ Contact the ITS Help Desk at 1-800-722-3946 (USE-NCIR) to have your account unlocked immediately.
- If you lock yourself out and no longer know your password, the ITS Help Desk **cannot** recover it. You must register for a new NCID account and username. Your Administrator must deactivate the old username and add the new one.

### Deactivated Account

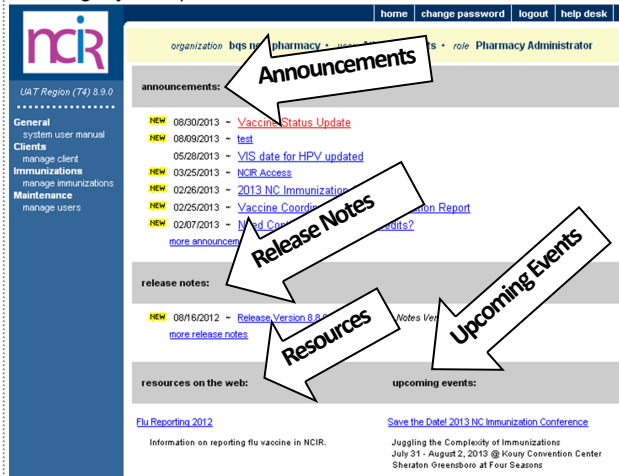
- If you do not log into the NCIR for 90 days, your account will be deactivated. You will need to register for a new NCID account to use the NCIR again.

## Home Page

- Check for posted announcements and release notes (NCIR version updates).
- A yellow "NEW" symbol indicates that a post is

unread.

- The home page contains links to information and resources, including VIS (Vaccine Information Statements) and VAERS (Vaccine Adverse Events Reporting System).



## Menus

There are 2 main menus.

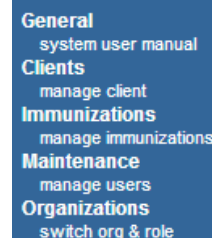
### Blue Menu Bar at Top of Screen

- [Help desk](#): Please contact your trainer and not the NCIR Help Desk with any questions.
- [Light bulb button](#): This opens an online help module for whichever page you are viewing.



### Blue Menu Panel on Left Side of Screen

- [System User Manual](#): The user manual provides in-depth information/instructions.
- [Manage Client](#): Use this option to search for a client.
- [Manage Users](#): Only Pharmacy Administrators have this option. It is for activating users, inactivating users, and switching user roles.
- [Switch Org & Role](#): Only users who work in multiple stores have this option. Click to switch to another store that you are active in.



## Finding/Adding Clients

Many clients are already in the NCIR!

### 1. Search for the client.

- From any page where you see the left menu panel, click [Manage Client](#).
- When the "Client Search Criteria" box opens, enter the client's Last Name, First Name, and Birth Date (shown below).

- Click the [Find](#) button.
- ### 2. View search results to find the client.

There are 3 types of search results.

#### Exact Match

- If found, the client record opens automatically. Verify that this is the correct client.

#### Possible Matches

- If one or more possible clients are found, they are listed in a "Possible Matches" table below the search box (example in brackets below).

NOTE: Fields marked with an asterisk \* are required.

Possible Matches: 3							
Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden Last	Gender	City
TEST	CLIENT		01/01/2013		PHARMACY	U	Raleigh
TEST	CLIENT		01/01/1980			U	
TEST	CLIENT		01/01/1990			F	WINSTON

- If any of the possible matches are particularly close, a "Client Match Detected" message is also displayed

(example in brackets below).

Search by Client

\* Last Name [Test] Gender ☐ M ☐ F ☐ Unknown

\* First Name [Client] Mother's Maiden Last [ ]

\* Birth Date [01/01/1993] [ ] Mother's First Name [ ]

Search by Chart Number

\* Chart Number [ ]

Search by Mother's Maiden Name

\* Mother's Maiden Last [ ] \* Client's Birth Date [ ] [ ]

\* Mother's First Name [ ]

Search by SSN

\* SSN [ ] - [ ] - [ ]

Search by NCIR ID

\* NCIR ID [ ]

Client Match Detected

Based on the information you entered, your client is likely already in NCIR and is one of the clients listed below. Please review the demographic information for each of these clients and if none of them appears to be your client, you may then click the **Create New Client** button.

Please keep in mind that if you choose to ignore a client match and create a new record, that client will have two records in NCIR, neither of which will be complete and accurate!

[Create New Client]

Possible Matches: 1

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden Last	Gender	City
TEST	CLIENT		01/01/1993			F	MILWAUKEE

- Carefully review each possible match.
- When you find the client, click on the blue Last Name hyperlink to open the record.

### No Match

- If your search found no clients, or if none of the possible matches are your client, review your search criteria for accuracy.
- Tip: For clients with a hyphenated or two part last name (e.g. Johnson-Smith), try searching for one part of the name (e.g. Smith).
- Tip: Consider whether the client could have a record under a different (or misspelled) first or last name.

### 3. If Not in NCIR, Add the Client

- Click the Add This Client button at the top right (underneath the Find button).

⇒ **Note:** If your search generated a "Client Match Detected" message, you have to click the Create New Client button instead (directly below message).

## About Client Records

Client records have 3 main parts/screens:

- Edit Client screen:** For viewing, entering, and editing client personal/demographic information.
- History/Recommend screen:** For viewing client immunization information and proceeding to screens for entering and editing doses administered.
- Reports screen:** For printing client records.

## Edit Client Screen

There are 4 sections.

- One header section at the top of the screen.
  - Three tabbed sections on the bottom half.
  - Be sure to save any information that you enter in any of the sections.
- ⇒ **Note:** A "Client Match Detected" message may be displayed when trying to save a new client if the information entered closely matches that of an existing client. If sure you are not creating a duplicate record, click Create New Client to proceed.
  - Contains buttons for switching to the 2 other main screens: History/Recommend and Reports.

Personal Information - Client ID: 12871780

\* Last Name [TEST] Gender ☐ M ☒ F ☐ Unknown

\* First Name [CLIENT] \* Birth Date [01/01/1993] [ ]

Middle Name [CAROLINA] \* County of Residence [Wake] Last Notice [ ]

\* Mother's Maiden Last [MISS] \* Mother's First Name [A]

NOTE: Fields marked with an asterisk are required.

Last Updated by: LOCAL PHARMACY on 08/29/2013

Client Information Responsible Person(s) Client Comment(s)

Eligibility

Verification Date: [ ]

Eligibility as reported by Responsible Person: [ ]

Provider Organization Specific Data

Chart # [2596]

Status [Active]

Ethnicity [Not Hispanic or Latino]

Race [Other Race]

Provider-PCP [ ]

School [ ]

Save History/Recommend Reports Cancel

### Personal Information header

- Please fill this section out as completely and accurately as possible.
- This information is displayed on printed copies of the client's formal immunization record.
- Last Updated by indicates the last organization that updated the record and the date of that update.

### Client Information tab

- This tab (shown in image above) is viewable when the screen opens.
- The relevant fields for pharmacy users are Ethnicity and Race.

### Responsible Person(s) tab

- You must click on the tab name to open this section

(shown below).

Client Information Responsible Person(s) Client Comment(s)

Responsible Person Listing

Select	Last Name	First Name	Relationship	City	Notices	Primary	
<input checked="" type="radio"/>	LOCAL	PHARMACY	Life Partner	Raleigh	Yes	Yes	New Copy Delete

Details for Responsible Person: PHARMACY LOCAL (Last Updated: 08/19/2013 09:50:01 AM)

\* Last Name [TEST] Street Address [5601 Six Forks Rd]

First Name [CLIENT] Other Address [ ]

Middle Name [CAROLINA] P.O. Box [ ]

\* Relation [Self] \* City [Raleigh]

\* Telephone [919] [707] [5580] \* State [NC] \* Zip [27609]

Extension [ ] Language [ENGLISH]

E-Mail [ ] Notices? ☒ Primary? ☒

Next Cancel

- At least 1 responsible person should be entered, even for adults (Relation to client can be Self).
- To enter a new person, click the New button.
- To update an existing person, click the radio button next to that person's name.
- Enter/update as much information as possible.
- Click Next to load the new or edited person.

### Client Comment(s) tab

- You must click on the tab name to open this section (shown below).

Client Information Responsible Person(s) Client Comment(s)

Client Comment Listing 1-10 of 13

Select	Date	Client Comment	End Date	New
<input checked="" type="radio"/>	01/10/1995	Parent Refusal of DTaP		
<input type="radio"/>	01/10/1995	Parent Refusal of HepA		
<input type="radio"/>	01/10/1995	Parent Refusal of HepB		
<input type="radio"/>	01/10/1995	Parent Refusal of Hib		
<input type="radio"/>	01/10/1995	Parent Refusal of HPV		
<input type="radio"/>	01/10/1995	Parent Refusal of Influenza		
<input type="radio"/>	01/10/1995	Parent Refusal of Meningococcal		
<input type="radio"/>	01/10/1995	Parent Refusal of MMR		
<input type="radio"/>	01/10/1995	Parent Refusal of Pneumococcal		
<input type="radio"/>	01/10/1995	Parent Refusal of Polio		

Details for Client Comment ...

\* Client Comment [Parent Refusal of DTaP] Next

\* Applies-To Date [01/10/1995] Cancel

End Date [ ]

Refusal Owner: LOCAL PHARMACY

- Client Comments impact the vaccines recommended by the tracking schedule.
- You must enter an Applies-To Date. This is typically the same date as the date that you are entering the comment.
- An End Date is not a required field but should be entered if it is applicable to the client comment.

## History/Recommend Screen

Immunization information is reviewed, entered, and edited within the History/Recommend screen.

- Broken into 3 sections
- Contains buttons for switching to the 2 other main screens: [Edit Client](#) and [Reports](#).
- Contains buttons to proceed to screens for adding and editing doses administered.

### Client Information section

- Any entered [Client Comments](#) are displayed in red font. Use the down arrow (*shown below*) to click through the comments.

Client Information - Client ID: 12871780

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart#  
 CLIENT CAROLINA TEST 01/01/1993 F MISS ACIP

Address 5601 Six Forks Rd, Raleigh, NC 27609 (919) 707-5580

Comments {1 of 13} .. 01/10/1995 - Parent Refusal of DTaP

### History section

- The client's exact age is displayed in the blue strip at the bottom of this section.
- The history section lists all vaccines that have been entered into the NCIR for the client.

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	04/15/1993	1 of 5			No		Yes	
	09/30/2009	NOT VALID					Yes	
HepB	01/15/1993	1 of 3			No		Yes	
HPV	09/30/2013	1 of 3	Cervarix®	Full	No			
Influenza	09/30/2013	1 of 1	FluLaval®	Full	No			
Meningo	01/15/2008	1 of 1			No		Yes	
	08/29/2010				No		Yes	
MMR	01/22/1994	1 of 2			No		Yes	
PneumoConjugate	04/15/1993	1 of 2			No		Yes	
	09/06/1993				No		Yes	
Td	09/18/2013	1 of 2					Yes	
Tdap/Pertussis	09/18/2013	1 of 1					Yes	
Varicella	07/01/2013	1 of 2				Yes	Yes	
Current Age: 23 years, 8 months, 29 days								

- The [Series](#) column denotes the sequence number of each dose within the immunization series. It also indicates if a dose is Not Valid.
- For an explanation of the status written in the [Series](#) column for a dose, click the [Date Administered](#) hyperlink. A popup window opens displaying the tracking schedule rules applied to that dose. If the dose is not valid, a written explanation is also provided.
- The [Owned?](#) column indicates whether or not your organization administered the dose. If [No](#), you can

click the blue hyperlink to see who gave the dose.

- The [Reaction](#) column indicates whether or not a reaction to the dose was reported. If [Yes](#), you can click the red hyperlink for details.
- The [Hist?](#) column indicates whether or not the vaccine was recorded as a historical dose (i.e. given using inventory that was not tracked in the NCIR).
- The [Edit](#) column opens a screen for editing/deleting the dose. See the "Editing Doses" section for details.

### Vaccines Recommended section

- Recommendations are based on client comments, immunization history entered into the NCIR, client age, and the current ACIP tracking schedule.

Vaccines Recommended by Selected Tracking Schedule						Add Selected
Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date	
<input checked="" type="checkbox"/>	DTP/aP		Maximum Age Exceeded			
<input checked="" type="checkbox"/>	HepA	01/01/1994	01/01/1994	01/01/1995		
<input checked="" type="checkbox"/>	HepB	02/12/1993	02/15/1993	03/15/1993		
<input type="checkbox"/>	HPV	08/27/2013	09/30/2013	01/01/2020	12/31/2019	
<input checked="" type="checkbox"/>	Influenza	07/01/1993	07/01/1993	01/01/1994		
<input checked="" type="checkbox"/>	Meningo		Complete			
<input checked="" type="checkbox"/>	MMR	07/29/2013	07/29/2013	07/29/2013		
<input checked="" type="checkbox"/>	PneumoConjugate		Maximum Age Exceeded			
<input checked="" type="checkbox"/>	Polio	02/12/1993	03/01/1993	04/01/1993		
<input checked="" type="checkbox"/>	Td	01/01/2000	01/01/2000	02/01/2000		
<input checked="" type="checkbox"/>	Tdap/Pertussis	01/01/2000	01/01/2004	01/01/2005		
<input checked="" type="checkbox"/>	Varicella	07/29/2013	07/29/2013	09/01/2013		

- A checkmark appears in the [Select](#) column next to vaccines that are recommended.
- For an explanation of the recommendations for a particular dose, click on the blue [Vaccine](#) hyperlink. A popup window opens displaying the tracking schedule rules applied to that recommendation. If contraindicated, a written explanation is also provided.
- The [Date](#) columns are color coded. For a color key, click the [light bulb button](#) while on this screen.

## Adding Doses

Please enter vaccines administered by your store as well as shot records (from a valid certificate of immunization) brought to you by clients.

### Entering Doses Administered at Your Pharmacy

#### 1. Open the History/Recommend Screen.

- From the Edit Client screen, click the [History/Recommend](#) button (*shown on the following image*).

Personal Information - Client ID: 12871780

Last Name: TEST First Name: CLIENT Gender: ☐ M ☒ F ☐ Unknown Middle Name: CAROLINA Birth Date: 01/01/1993 Mother's Maiden Last: MISS County of Residence: Wake Last Notice: A

NOTE: Fields marked with an asterisk are required.

Last Updated by: LOCAL PHARMACY on 08/29/2013

Buttons: Save, History/Recommend, Reports, Cancel

#### 2. Review the History/Recommend Screen.

- For details, see the "History/Recommend Screen" section.

#### 3. Click [Historical Immunizations](#).

- Note: Pharmacy users always enter doses administered by clicking the [Historical Immunizations](#) (*shown below*). This is because pharmacies do not track inventory in the NCIR.

Client Information - Client ID: 12870844

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart#  
 PATIENT ZOSTER 05/03/1945 F ZOSTER ACIP

Address 33 Any Street, Raleigh, NC 27614 (919) 777-5555

Comments

Buttons: History, New Immunization Entry, Historical Immunization, Edit Client, Reports, Print, Print Confidential

Vaccine Group Date Administered Series Trade Name Dose Owned? Reaction Hist? Edit

This client has no immunizations associated with it.

Current Age: 68 years, 4 months, 21 days

Vaccines Recommended by Selected Tracking Schedule

Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	HepA	05/03/1946	05/03/1946	05/03/1947	
<input checked="" type="checkbox"/>	HepB	05/03/1945	05/03/1945	08/03/1945	
<input checked="" type="checkbox"/>	Influenza	11/03/1945	11/03/1945	05/03/1946	
<input checked="" type="checkbox"/>	Pneumo Poly 23	05/03/1947	05/03/2010	05/03/2011	
<input checked="" type="checkbox"/>	Polio	06/14/1945	07/03/1945	08/03/1945	
<input checked="" type="checkbox"/>	Td	05/03/1952	05/03/1952	06/03/1952	
<input checked="" type="checkbox"/>	Tdap/Pertussis	05/03/1952	05/03/1956	05/03/1957	
<input checked="" type="checkbox"/>	Varicella	05/03/1958	05/03/1958	05/03/1959	
<input checked="" type="checkbox"/>	Zoster	05/03/2005	05/03/2005	05/03/2006	

#### 4. Enter Doses Administered.

- When the screen for entering doses opens (*shown below*), look in the Vaccine column for the vaccine or vaccines to be added.

Client Information - Client ID: 12870110

Client Name (First - MI - Last) DOB Gender Mother's Maiden Tracking Schedule Chart#  
 CLIENT TEST 01/01/1980 U ACIP

Address

Comments

Buttons: History, New Immunization Entry, Edit Client, Reports

Vaccine Group Date Administered Series Trade Name Dose Owned? Reaction Hist? Edit

This client has no immunizations associated with it.

Current Age: 33 years, 6 months, 29 days

Vaccine Tradename Details

Vaccine	Tradename	Details
DTP/aP		
HepA		
HepB		
Hib		
HPV		
Influenza		
Meningo		
MMR		
PneumoConjugate		
Polio		
Rotavirus		
Td		
Tdap/Pertussis		
Varicella		

Buttons: Save, Save and Submit, Cancel



- In the text box next to each vaccine that you want to add (Provider Organization column), enter store name and (if applicable) number. Also enter the name and credentials of the pharmacist who administered the vaccine. For example: *Pharmacy #12, John Smith, RPH*.
- In the next text box (the 1st date column), enter the date that the dose was administered.

Vaccine	* Provider Organization	* Default Dates
DTP/aP	Pharmacy #22, Pharm	09/24/2013
HepA		
HepB		
Hib		
HPV		
Influenza		
Meningo		
MMR		
PneumoConjugate		

- Click the Trade Name Details button (shown above).
- When the new screen for entering Trade Name details opens (shown below), enter Trade Name and Lot Number for each vaccine administered.

Remove	Immunization	* Date Provided	Date Estimated	Trade Name	Lot Number	* Provider Org
<input type="checkbox"/>	Tdap/Pertussis	09/18/2013		Adacel	SB1209	Pharmacy #22, F

### 5. Click Save.

- You are returned to the History/Recommend screen.
- Review the history section to verify that the dose or doses were accurately added.

### Entering Shot Records

- To enter shot records, follow the same steps as for entering doses administered except you do not need to enter Trade Name or Lot Number.
- Instead of clicking the Trade Name Details button, click Save and Submit to return to the History/Recommend screen.
- Note: You are able to enter multiple vaccines on this screen as well as multiple doses of a single vaccine (by entering the date of each dose in the date columns next to that vaccine).

### Editing Doses

You may edit or delete a historical dose as well as record

a reaction to a dose.

### 1. From the History/Recommend screen, find the dose that needs to be edited.

- Click on the notebook button in the Edit column of that dose (example below).

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction Hist?
DTP/aP	04/15/1993	1 of 5		No		Yes
	09/30/2009	NOT VALID				Yes
HepB	01/15/1993	1 of 3		No		Yes
HPV	09/30/2013	1 of 3	Cervarix®	Full	No	
Influenza	09/30/2013	1 of 1	FluLaval®	Full	No	
Meningo	01/15/2008	1 of 1		No		Yes
	08/29/2010			No		Yes
MMR	01/22/1994	1 of 2		No		Yes
PneumoConjugate	04/15/1993	1 of 2		No		Yes
	09/06/1993			No		Yes
Td	09/18/2013	1 of 2				Yes
Tdap/Pertussis	09/18/2013	1 of 1				Yes
Varicella	07/01/2013	1 of 2				Yes

### 2. Edit or delete dose.

- When the new screen opens, you may edit information including Provider Organization Name, Date Provided, and Trade Name details.
- You may indicate any of the listed client reactions.

Edit Historical Immunization	
Vaccine Group: Varicella	Save
Vaccine Display Name: Varicella	Cancel
Trade Name: <input type="text"/>	Delete
Vaccine Lot Number: <input type="text"/>	
Inadequate Dose: <input type="checkbox"/>	
* Date Provided: 10/08/2003	
Date Estimated: <input type="checkbox"/>	
* Provider Org Name: Test Organization	
Disregard Primary Series: N	
VIS Date: Unknown	
Input Source of Record: Created prior to Version 8.9 (legacy value)	
NOTE: Fields marked with an asterisk * are required.	
Reactions TO IMMUNIZATION	
General for all vaccines	
<input checked="" type="checkbox"/> Allergic reaction to this vaccine or to any of its unlisted vaccine components (anaphylactic)	
DTaP, DTP, or any pertussis-containing vaccine	
<input type="checkbox"/> Fever >=40.5° (105° F) within 48 hours	
<input type="checkbox"/> Persistent inconsolable crying lasting 3 hours or more within 48 hours	
<input type="checkbox"/> Collapse or shock-LIKE State within 48 hours	
<input type="checkbox"/> Encephalopathy within 7 days	
<input type="checkbox"/> Convulsions (fits, seizures) within 72 hours	
DT or Td, DtaP, or any tetanus-containing vaccine	
<input type="checkbox"/> Guillain-Barré syndrome within 6 weeks	

- After editing, click the Save button.
- To delete the dose, click the Delete button and then select OK to confirm.

### Printing Client Records

Client records are printed from the Reports screen. The

patient copy fulfills the requirements for an official certificate of immunization.

- From either the Edit Client or History/Recommend screen, click the Reports button.
- When the screen opens, click the Immunization Record- Patient Copy button (shown below).

Client Information - Client ID: 12874738	
Client Name (First - MI - Last)	DOB Gender Mother's Maiden Tracking Schedule Chart #
PHARMACY TEST	12/09/1973 U CLIENT ACP 13
Address	
Comments (1 of 1) ... 08/20/2013 - Allergy to gelatin (anaphylactic)	
Reports Available for this Client	
Additional Information	Report
None	Immunization Record - Chart Copy
Site: LOCAL PHARMACY	Immunization Record - Patient Copy
Site: LOCAL PHARMACY	Immunization Record - Chart & Patient Copy
Site: LOCAL PHARMACY	Vaccine Administration
Language: ENGLISH	
NOTE: Fields marked with an asterisk * are required.	
Report Viewing Requirements	
Registry reports are best viewed with Adobe Acrobat Reader 5.0 or later. Earlier versions of Adobe may work, but there will probably be formatting differences. If you do not have a qualifying version, click the Adobe image to the left to download the current version of Acrobat Reader. In addition, you may find helpful guidelines at the Adobe Support Site for configuring Acrobat Reader to	

- The client record will open as an Adobe PDF file.
- Print the record.
- Click the back button in your browser window to return to the "Reports" screen.

### Adding Users

This is only applicable to users with a Pharmacy Administrator Role. To add an employee as a user, you must know the employee's username (NCID user ID).

- From any page where you see the left menu panel, click on Manage Users.
- When the User Search screen opens, click on the Add User button (shown below).

User Search	
Last Name <input type="text"/>	First Name <input type="text"/>
Find	
Add User	
Cancel	
To get a complete list of users, leave both fields blank and click the Find button.	
In the <u>Username</u> blank, enter only the username of the employee that you want to add (example below).	
Add User Please enter the username (NCID User name) only and click on the verify button.	
Provider Org Name bqs new pharmacy	Organization Code bqsPharm
* Username ajroberts	Verify

## North Carolina Immunization Registry (NCIR): Quick Reference Guide for Pharmacists

- ◆ Click the Verify button.
- ◆ The user's information populates the boxes on this screen. Click the Role dropdown menu (*example below*) and assign either a Pharmacy Administrator or Pharmacy Typical User role.
- ◆ Click Save.

**Add User**


Provider Org Name: bqs new pharmacy  
Organization Code: bqsPharm

\* Username:

\* User First Name:

\* User Last Name:

\* User Middle Initial:

\* Role:  

\* Status: ☒ Active ☐ Inactive

Street Address:

Other Address:

City:  State:  Zip:

P.O. Box:

Email:

## Editing Users

This is only applicable to users with a Pharmacy Administrator Role. To change a user's role or to inactivate a user, follow the instructions below.

- ◆ From any page where you see the left menu panel, click on Manage Users.
- ◆ When the User Search screen opens, click on the Find button.
- ◆ A complete list of active and inactive users for your organization will appear in a list below the search box (*shown below*).

**User Search**

Last Name:  First Name:

To get a complete list of users, leave both fields blank and click the Find button.

**Search Results**

Last Name	First Name	MI	Role	Status
<a href="#">Pharmacist</a>	Local		Administrator	Active
<a href="#">Roberts</a>	Athena	B	Administrator	Active
<a href="#">tech</a>	pharmacy		Typical User	Active
<a href="#">Anderson</a>	Glenda	K	VA Administrator-Data Exchange	Inactive

- ◆ Click the blue underlined Last Name of the user that you want to edit.
- ◆ When a screen with the user's information opens, you may make edits.
- ◆ To inactivate a user, click the Inactive Status radio button (*shown below*).

**Edit User**


Provider Org Name: bqs new pharmacy  
Organization Code: bqsPharm

\* Username:

\* User First Name:

\* User Last Name:

\* User Middle Initial:

\* Role:  

\* Status: ☐ Active ☐ Inactive

Street Address:

Other Address:

City:  State:  Zip:

P.O. Box:

Email:

**Security Information**

NCID Status:

User Subscribed to Access NCIR?:

- ◆ Click the Role dropdown menu to switch the user's role.
- ◆ Click Save after any changes.